

**Workforce Development and Planning Advisory Council**  
**Meeting Minutes**  
**August 15, 2012**  
**1:00 - 4:00 p.m.**

**Members Present:** Janet Kelly, Department of Administration; Tim Burton, Department of Justice; Madalyn Quinlan, Office of Public Instruction; Tim Reardon, Department of Transportation; Amy Sassano, Office of Budget and Program Planning; Jane Smilie, Department of Public Health and Human Resources; Dick Clark, Department of Administration; Arlynn Fishbaugh, Montana Arts Council; Alan Peura, Department of Revenue

**Members Absent:** Mike Cooney, Department of Labor and Industry; Lesa Evers, Office of Indian Affairs; Mike Ferriter, Department of Corrections; Tom Livers, Department of Environmental Quality; Dore Schwinden, Department of Commerce;

**Guests:** Tom Antonick, Chris Blazer, Joy Conquergood, James Fehr, Kathleen Field, Donna Hansen, Ron Mashek, Ken McElroy, Diana Piccono, Brent Rabe, Julie Sanders, Kila Shepherd, Jody Stahl

**Department of Administration Staff Present:** Helen Betts, Peggy MacEwen, John Moore, Bonnie Shoemaker, Ron Stormer, Paula Stoll, Margie Thomas

**Facilitator:** John Moore

**Minutes:** Helen Betts

**Welcome:** John Moore called the meeting to order at 1:04 p.m. and welcomed members and guests. He turned the meeting over to Paula Stoll.

**Meeting Purpose:** Paula Stoll reviewed the agenda and task force charges.

**Introductions:** Advisory Council members and guests introduced themselves.

**Approval of Minutes:** As moved by Arnie Fishbaugh and seconded by Tim Burton, the Advisory Council approved the July 18, 2012 draft meeting minutes.

**Predominate Duty: The Pros and Cons:** Peggy MacEwen and Brent Rabe, members of the HR Work Group, presented handouts of the method they used to identify the pros and cons of predominate duty in a targeted future state.

Peggy MacEwen explained the model the Hr Work Group used. Brent Rabe reviewed the HR Work Group's analysis and described the four quadrants in their example model. He explained how all the parts came together with a classification and compensation system. And he made recommendations on short and long-term actions.

**Recommendations:** After review and a lengthy discussion, council members agreed for the HR Work Group to define what the problems are with predominate duty and/or compensation and draft a work plan to present at the next meeting.

**Travel Policy Changes:** Janet Kelly, Department of Administration, talked about the recent revisions made to Section VII C. of the Employee Travel policy and presented a handout.

**Interagency Pay Comparisons:** Bonnie Shoemaker, State HR, presented a handout of the Agency Pay Comparison Analysis 2012 report.

Paula Stoll, State HR, gave an overview of the report and stated the information is based on SABHRS data as of June 5, 2012.

**Recommendations:** After review and discussion, council members agreed for State HR to create an executive analysis to include the definition of the mid-point range; to define what the key benchmarks are; and define the turnover rate by band and the turnover rate by the ten- year mark.

**Meeting Wrap-Up:** John Moore summarized the results of the meeting and asked for public comment.

**Public comment:** No comments.

**Closing:** Paula Stoll thanked the HR Work Group for their time and commitment.

Janet Kelly closed the meeting by also thanking the HR Work Group for their commitment and for identifying the challenges that need to be addressed.

The meeting adjourned at 3:55 p.m.

**The next meeting of the Advisory Council will be September 19, 2012, from 1:00 to 4:00 p.m. in Conference Room 137 of the State Capitol Building, Helena, Montana.**